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OIS Registry 80-886/1

4 DEC 1980

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: Thomas H. White
Director of Information Services

SUBJECT: DDA Organization & Functions Booklet Update

REFERENCE: Multiple Addressee Memo dated 19 November 1980
from Chief, Management Staff, DDA; Same Subject
(DD/A 80-2517)

OIS Registry

File: O+M

Attached is a copy of the DDA Organization & Functions booklet published in June 1980 with changes in those sections which pertain to the Office of Information Services. These have been annotated and underscored in red on pages 1, 2, and 18. On page 19, the text has been rearranged to agree with the new chart, but the narrative has not been changed.

15
Thomas H. White

Attachment: As Stated

UNCLASSIFIED When
Separated from Attachment

Original - Addressee w/att
① - OIS Subject (O&M) w/att
1 - OIS Chrono w/o att

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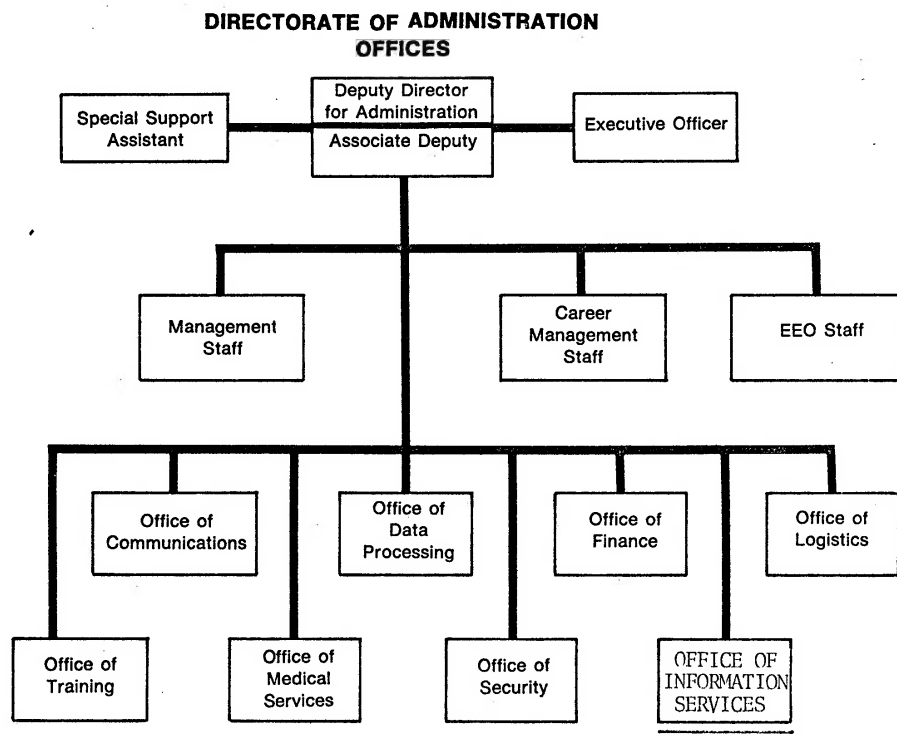
CONTENTS

	<i>Page</i>
Office of the Deputy Director for Administration (O/DDA)	2
Office of Communications (OC)	4
Office of Data Processing (ODP)	6
Office of Finance (OF)	8
Office of Logistics (OL)	10
Office of Medical Services (OMS)	12
Office of Security (OS)	14
Office of Training (OTR)	16
<u>Office of Information Services (OIS)</u>	<u>18</u>

Office of the Deputy Director for Administration

Overall Functions

The Directorate is responsible for providing support to all Agency intelligence, operations, and related activities. The Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to the DCI and DDCI, the Executive Committee, and the other Deputy Directors. He provides leadership and direction to the Directorate of Administration office heads.

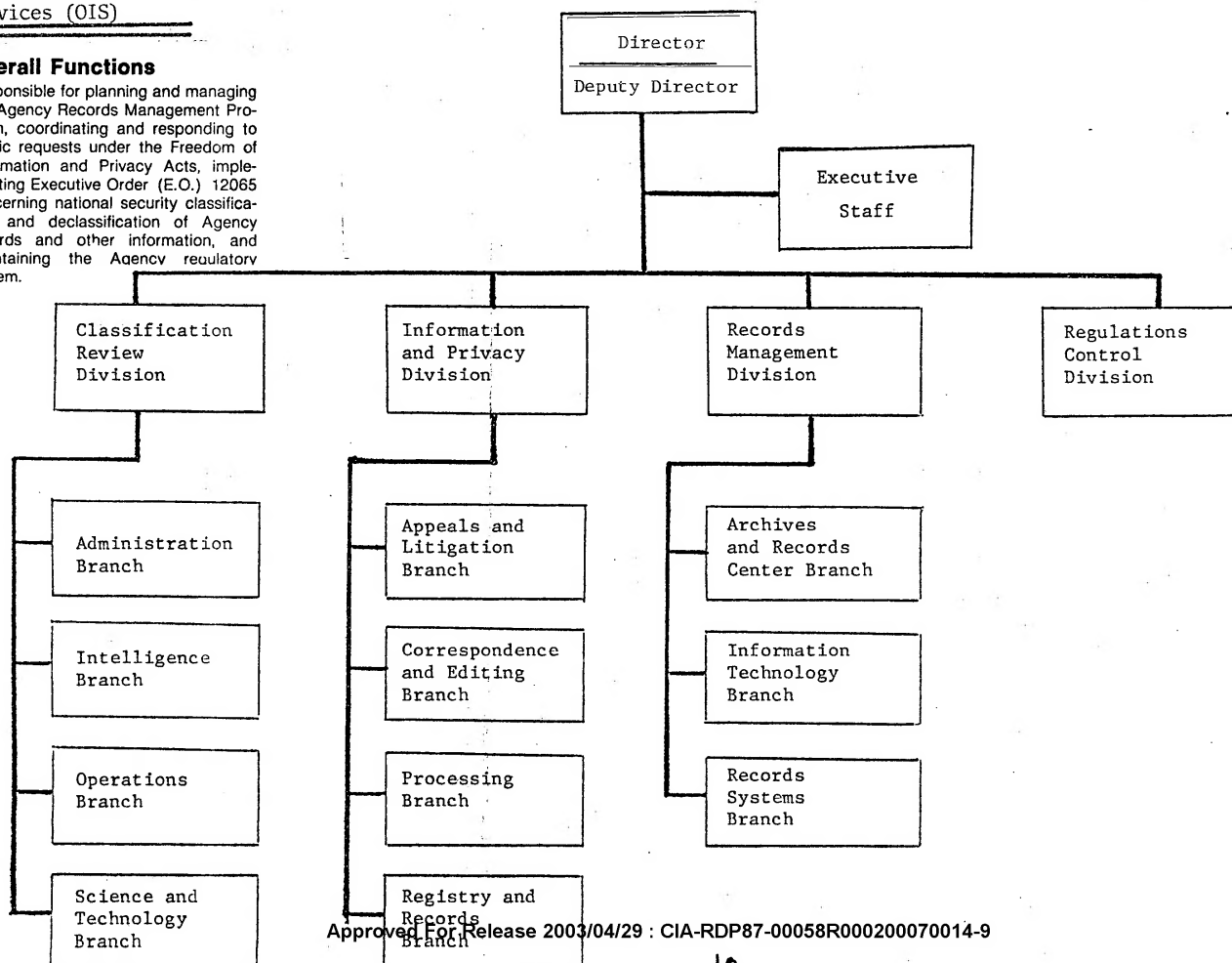


Office of Information
Services (OIS)

Overall Functions

Responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order (E.O.) 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

OFFICE OF INFORMATION SERVICES



Office of the Chief

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Office.

Classification Review Division

Manages the Agency program for systematic classification review under E.O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; and maintains liaison with other U.S. Government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

Information and Privacy Division

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E.O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive Order.

Records Management Division

Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E.O. 12065.

Regulations Control Division

Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for the DCI, DDA, or DDO approval.

ADMINISTRATIVE—INTERNAL USE ONLY

ORGANIZATION

— k. OFFICE OF INFORMATION SERVICES

(1) MISSION

- (a) The Director of Information Services is responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.
- (b) The Director of Information Services is designated the Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist, the focal point for contact with the Information Security Oversight Office, and the officer responsible for liaison with the National Archives and Records Service and its Office of the Federal Register. The Director of Information Services also conducts liaison with other Government agencies on records management and information security program matters and responds to public inquiries on information security program regulations published in the Federal Register. The Director of Information Services is authorized to redelegate in writing these responsibilities to other individuals in the office.
- (c) The Director of Information Services serves as Head of the MI Career Sub-Group, DDA representative to the Public Affairs Advisory Group and the Publications Review Board, Executive Secretary of the Information Review Committee (IRC), Chairman of the IRC Working Group, and DCI representative on the Interagency Information Security Committee.

(2) FUNCTIONS. The Director of Information Services directs:

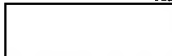
- (a) **The Records Management Division (RMD).** Through its components this division directs the Agency Records Management Program which provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; and facilitates the segregation and disposal of records of temporary value. RMD also is responsible for the classification provisions and general administration of the Agency information security program as required by Executive Order 12065 and prepares classification guides in coordination with other Agency components. The Chief, RMD is designated the DDA Records Management Officer and is authorized to redelegate in writing this responsibility to another individual in the division.
- (b) **The Information and Privacy Division (IPD).** This division receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory review provisions of Executive Order 12065. IPD reviews the requests to determine if sufficient information has been provided to initiate a records search; acknowledges receipt of requests within statutory time requirements; assigns records search and/or review tasks to appropriate Agency components, and provides guidance to them on the interpretation of requesters' queries and on sanitization and release of materials; prepares responses to requesters with the assistance of components that maintain the requested records; assesses processing fees or waives fees as appropriate; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive order.

—Revised: 9 February 1981


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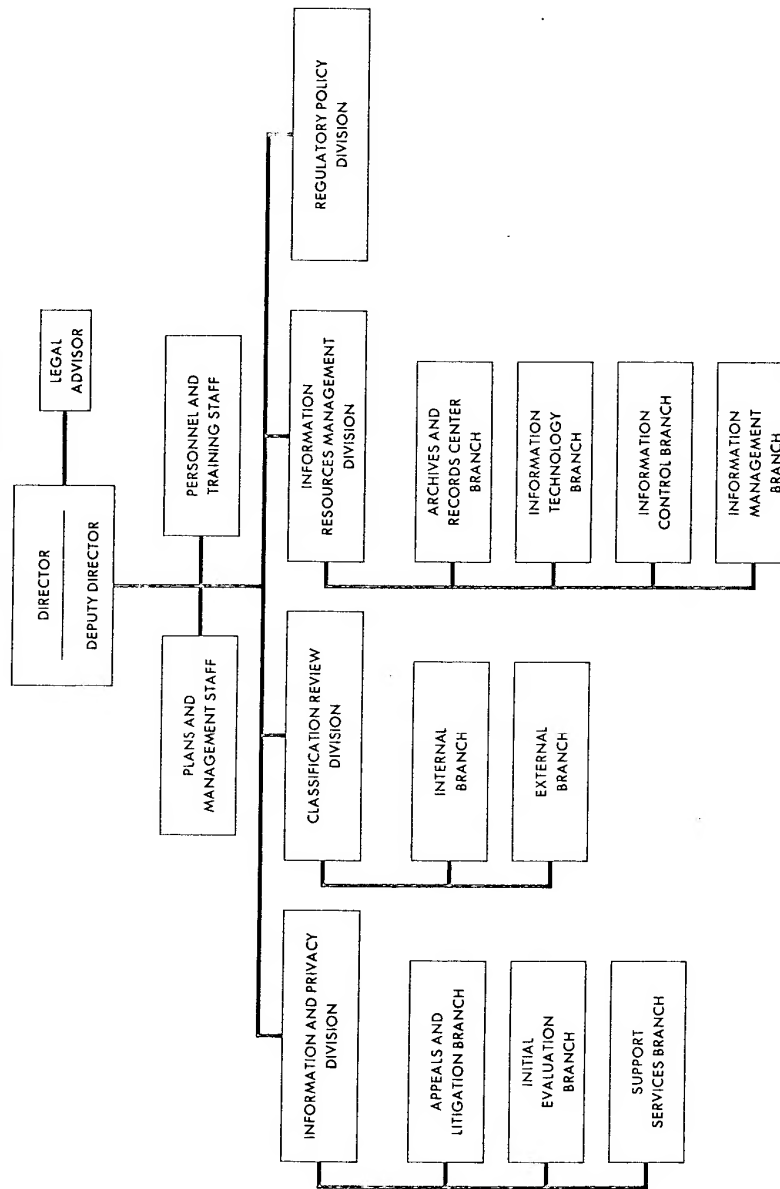
ORGANIZATION

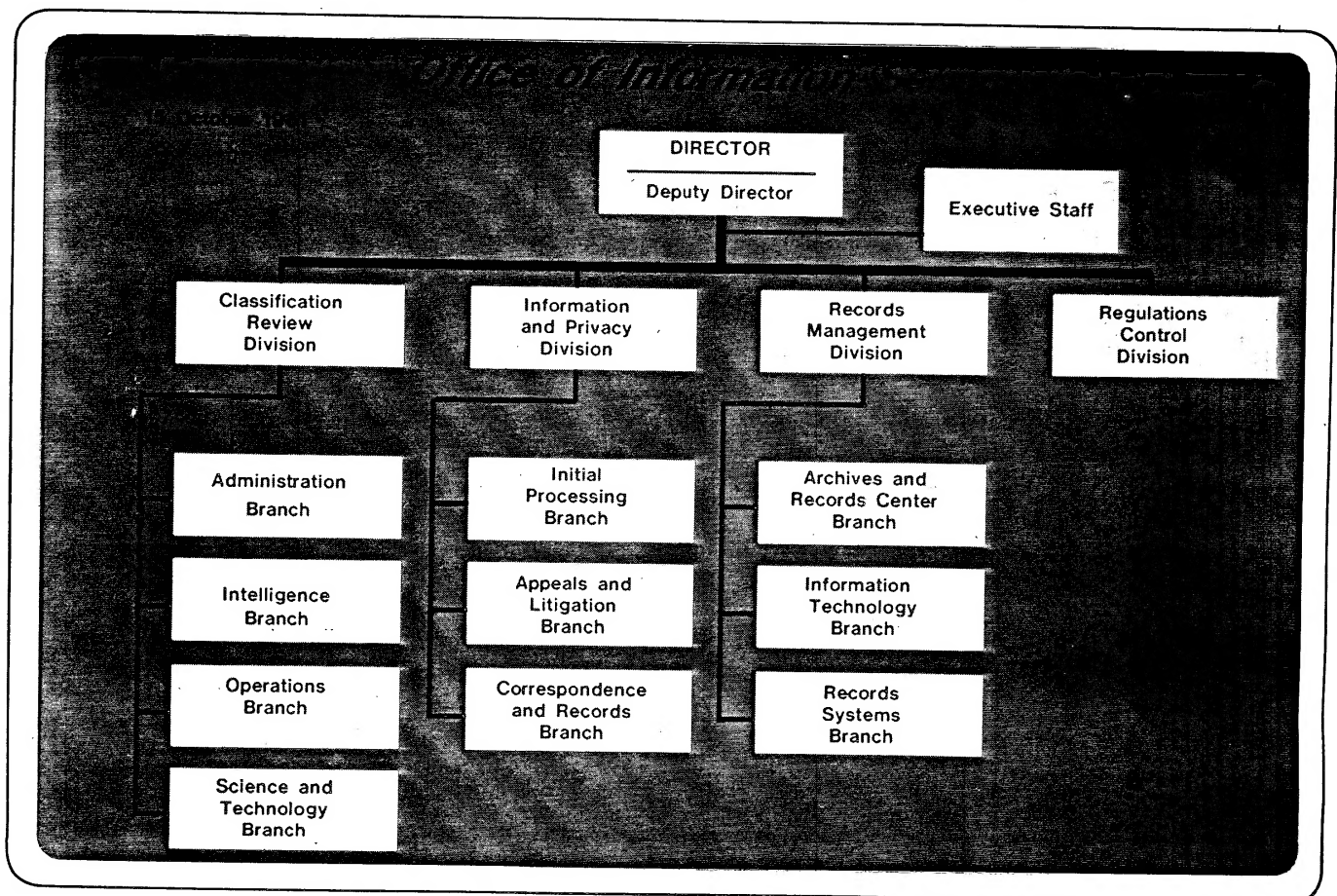
- (c) The Classification Review Division (CRD). This division manages the Agency program for systematic review under Executive Order 12065. CRD establishes systematic review guidelines and develops and implements systematic classification review procedures. CRD also maintains liaison with other U.S. Government agencies concerning the systematic review of permanent records over which they or the Agency have classification jurisdiction.
- (d) The Regulations Control Division (RCD). This division directs and monitors the processing, coordination, and publication of Agency regulatory issuances. RCD is responsible for maintaining editorial standards, working directly with initiators and coordinators of regulatory issuances to resolve substantive differences during coordination, ensuring that time limits imposed by  for completing the regulatory process are adhered to, and preparing coordinated regulatory issuances for the Director of Central Intelligence, Deputy Director for Administration, or Deputy Director for Operations approval.

(3) ORGANIZATION. See organization chart, Figure 26.

I. Not Used.

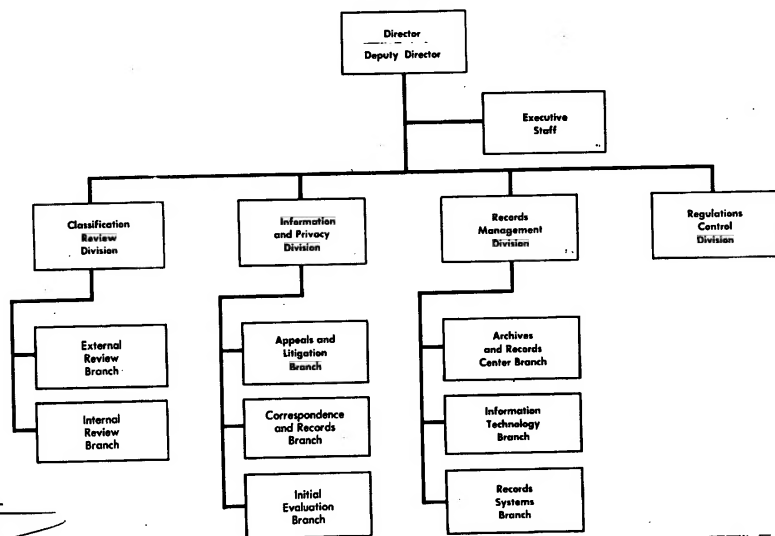
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tion and Privacy Acts and the mandatory review provisions of Executive Order 12356. IPD reviews the requests to determine if sufficient information has been provided to initiate a records search; acknowledges receipt of requests within statutory time requirements; assigns records search and/or review tasks to appropriate Agency components, and provides guidance to them on the interpretation of requesters' queries and on sanitization and release of materials; prepares responses to requesters with the assistance of components that maintain the requested records; assesses processing fees or waives fees as appropriate; processes appeals on denied requests; conducts liaison with other government agencies regarding the processing of requests; and prepares reports for Congress or other governmental elements as required by law or Executive order.

The Classification Review Division (CRD). This Division manages the Agency program for classification review under Executive Order 12356. CRD establishes review guidelines and develops and implements classification review procedures. CRD also maintains liaison with other U.S. Government agencies concerning the classification review of permanent records over which they or the Agency have classification jurisdiction.

The Regulations Control Division (RCD). This Division directs and monitors the processing, coordination, and publication of Agency regulatory issuances. RCD is responsible for maintaining editorial standards, working directly with initiators and coordinators of regulatory issuances to resolve substantive differences during coordination, ensuring that time limits imposed by for completing the regulatory process are adhered to, and preparing coordinated regulatory issuances for the Director of Central Intelligence, Deputy Director for Administration, or Deputy Director for Operations approval.

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